



PURCHASING OFFICE - BUREAU DES ACHATS

Department of Indian Affairs and Northern Development

10 Wellington Street, Room 195
Gatineau, Quebec
K1A 0H4

| | | | |
|---|---|--|---|
| File No. - N° de dossier | Page 1 of 17 | | |
| 1000195005-4500370340 | | | |
| Date of Contract - Date du contrat | 2017-10-24 | | |
| Contract No. - N° du contrat | 4500370340 | | |
| Client Reference No. (optional) - N° de référence du client (facultatif) | 1000195005 | | |
| Financial Code(s) - Code(s) financier(s) | 0420-A4151-54701-A0000-ND9A 0420-A4151-54701-AC4RN-ND9A | | |
| Duty - Droits | Applicable Taxes / Taxes applicables | | |
| <input type="checkbox"/> Included Inclus | <input type="checkbox"/> Excluded En sus | <input checked="" type="checkbox"/> Included Inclus | <input type="checkbox"/> Excluded En sus |
| FOB - FAB | Quebec | | |
| Destination | Department of Indian Affairs and Northern Development 10 Wellington St. Gatineau, Quebec K1A 0H4 | | |
| Invoices - Original and two copies must be completed and sent to: Factures - L'original et deux copies doivent être remplis et envoyés à : | vatthavone.suyavong@canada.ca | | |
| Address inquiries to: - Adresser toute demande de renseignements à : | | | |
| alma.moyeda@canada.ca | | | |
| Area code and Telephone No. Code régional et N° de téléphone 819-953-6153 | Facsimile No. N° de télécopieur 819-953-7721 | | |
| Total estimated cost - Coût total estimatif \$84,506.63 | | | |
| For the Minister - Pour le Ministre | | | |

CONTRACT - CONTRAT

Canada accepts your bid to provide to Canada the goods, services or both described in the Contract in accordance with the conditions and at the prices set out in the Contract.

Le Canada accepte votre soumission de fournir au Canada les biens, services ou les deux décrits dans le contrat conformément aux conditions et aux prix prévus au contrat.

Name and Address of Contractor
Nom et adresse de l'entrepreneur

Dalian Enterprises and Coradix
Technology Consulting, in Joint Venture
151 Slater St. Suite 1010, Ottawa, ON

ATTN: Tony Carmanico
proposals@dalian.ca
ProServices SA
E60ZT-120001/311/ZT



Indian and Northern
Affairs Canada

Affaires indiennes
et du Nord Canada

Released under the Access
to Information Act
Communiqué en vertu de la
Loi sur l'Accès à
l'information

Contract No. 4500370340

ProServices
Medium Complexity Bid Solicitation and Resulting Contract Template (MC)
For below NAFTA Requirements

TABLE OF CONTENTS

| | | |
|------|--|----|
| 1.1 | SECURITY REQUIREMENTS | 2 |
| 1.2 | STATEMENT OF WORK | 2 |
| 1.3 | STANDARD CLAUSES AND CONDITIONS | 2 |
| 1.4 | TERM OF CONTRACT | 3 |
| 1.5 | AUTHORITIES | 3 |
| 1.6 | PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS | 4 |
| 1.7 | PAYMENT | 4 |
| 1.8 | METHOD OF PAYMENT – MONTHLY PAYMENTS | 4 |
| 1.9 | DISCRETIONARY AUDIT | 5 |
| 1.10 | ACCOUNTS AND AUDIT | 5 |
| 1.11 | TIME VERIFICATION | 6 |
| 1.12 | INVOICING INSTRUCTIONS | 6 |
| 1.13 | NO RESPONSIBILITY TO PAY FOR WORK NOT PERFORMED DUE TO CLOSURE OF GOVERNMENT OFFICES | 6 |
| 1.14 | CERTIFICATIONS COMPLIANCE | 6 |
| 1.15 | APPLICABLE LAWS | 7 |
| 1.16 | PRIORITY OF DOCUMENTS | 7 |
| 1.17 | TRANSLATION OF DOCUMENTATION | 7 |
| 1.18 | REPLACEMENT OF SPECIFIC INDIVIDUALS | 7 |
| 1.19 | OWNERSHIP | 8 |
| 1.20 | LIMITATION OF LIABILITY – INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY | 8 |
| | ANNEX "A" | 10 |
| | STATEMENT OF WORK | 10 |
| | ANNEX "B" | 12 |
| | BASIS OF PAYMENT | 12 |
| | ANNEX "C" | 13 |
| | SECURITY REQUIREMENTS CHECK LIST | 13 |



The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

Delivery Requirements Outside a Comprehensive Land Claims Settlement Area

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

1.1 Security Requirements

Security Requirement for Canadian Supplier: PWGSC File #Common-PS SRCL#6

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b. *Industrial Security Manual* (Latest Edition).

1.2 Statement of Work

This Contract is being issued for the requirement of one (1) Stream 4 – Business Services – 4.7 Business Transformation Architect - Senior for the Department of Indian Affairs and Northern Development under the ProServices Supply Arrangement (SA) method of supply which specifically covers requirements for below the NAFTA threshold (including taxes, travel and living, amendments, etc.). The work to be performed is detailed under Appendix "A" Statement of Work.

1.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

1.3.1 General Conditions

2010B (2016-04-04) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.



Indian and Northern Affairs Canada Affaires indiennes et du Nord Canada

Contract No. 4500370340

1.4 Term of Contract

1.5.1 Period of the Contract

The period of the Contract is upon contract award to March 31, 2018, inclusive.

1.5 Authorities

1.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Alma Moyeda
Procurement Officer
Department of Indian Affairs and Northern Development
Room 195, 13th Floor, 10 Wellington Street
Gatineau, Quebec, K1A 0H4

Telephone: (819) 953-6153
Facsimile: (819) 953-7721
E-mail address: alma.moyeda@canada.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

1.5.2 Project Authority

Vatthavone Suyavong
Manager, Application Development Database and Data Administration
Department of Indian Affairs and Northern Development
9 Montclair St. Gatineau, Quebec, K1A 0H4

Telephone: (613) 614-0904
Facsimile: (819) 994-7825
E-mail address: vatthavone.suyavong@canada.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

1.5.3 Contractor's Representative

Dalian Enterprises and Coradix Technology Consulting, in Joint Venture
151 Slater St. Suite 1010
Ottawa, ON K1P 5H3

Contact name: Tony Carmanico, Vice-President
Telephone: (613) 234-1995 [REDACTED]
Facsimile: (613) 234-0988



E-mail address: proposals@dalian.ca

1.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice 2012-2 of the Treasury Board Secretariat of Canada.

1.7 Payment

1.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work as determined in accordance with the Basis of Payment in Annex "B" to the limitation of expenditure of **\$73,500.00**. Applicable Taxes are extra.

1.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed **\$ 73,500.00**.
Customs duties are *included* and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

1.8 Method of Payment – Monthly Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;

Canada will pay invoices on contracts against the Supply Arrangement by:
 Visa



Mastercard

Direct Deposit

Electronic Payment

The Government of Canada is switching from payment by cheque to payment by direct deposit, (<http://www.tpscc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.htm>) an electronic transfer of funds deposited directly into the recipients bank account. Contractors/Suppliers/Offerors must contact the federal department(s) or agency(ies) responsible for issuing their payment(s) to obtain additional information, to confirm their direct deposit enrolment process and the steps to be followed.

To facilitate the transition to direct deposit, the Department of Indian Affairs and Northern Development (DIAND) requires that all Contractor's/Suppliers/Offerors doing business with the department immediately register for Electronic Direct Payment (<http://www.aadnc-aandc.gc.ca/eng/1362499152985/1362499322435>).

1.9 Discretionary Audit

The Contractor's certification that the price or rate is not in excess of the lowest price or rate charged anyone else, including the Contractor's most favoured customer, for the like quality and quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor.

If the audit demonstrates that the certification is in error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, make repayment to Canada in the amount found to be in excess of the lowest price or rate or authorize the retention by Canada of that amount by way of deduction from any sum of money that may be due or payable to the Contractor pursuant to the Contract.

If the audit demonstrates that the certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit.

1.10 Accounts and Audit

1. The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.
2. If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.
3. Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.



4. The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

1.11 Time Verification

Time charged and the contract price of incidental materials used are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

1.12 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Each invoice must be supported by:
 - a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
3. Invoices must be distributed as follows:
 - a. One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

1.13 No Responsibility to Pay for Work not performed due to Closure of Government Offices

- (a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- (b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

1.14 Certifications Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that



any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

1.15 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

1.16 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2016-04-04) [General Conditions - Professional Services \(Medium Complexity\) \(2016-04-04\)](#)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Supply Arrangement Number E60ZT-120001/311/ZT; and
- (g) the Contractor's bid dated October 5, 2017

1.17 Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

1.18 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order



that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract

1.19 Ownership

1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

1.20 Limitation of Liability – Information management/Information Technology

Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

a. First Party Liability:

- i. The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
 - A. any infringement of intellectual property rights to the extent the Contractor breaches the section entitled "Intellectual Property Infringement and Royalties";
 - B. physical injury, including death.
- ii. The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.
- iii. Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
- iv. The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to



encumbrances or claims relating to intellectual property rights, which are addressed under (i.A) above.

- v. The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including:
 - A. any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
 - B. any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of [.75] times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" used to order services under this instrument).
- vi. In any case, the total liability of the Contractor under paragraph (v) will not exceed the total estimated cost (as defined above) for the Contract.
- vii. If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent backup kept by Canada. Canada is responsible for maintaining an adequate backup of its records and data.

b. **Third Party Claims:**

- i. Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- ii. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite paragraph (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.
- iii. The Parties are only liable to one another for damages to third parties to the extent described in this paragraph c.



Indian and Northern
Affairs Canada

Affaires indiennes
et du Nord Canada

Released under the Access
to Information Act
Communiqué en vertu de la
Loi sur l'Accès à
l'information

Contract No. 4500370340

ANNEX "A" STATEMENT OF WORK

TITLE: Business Transformation Architect services

SW1 BACKGROUND

The Department of Indian Affairs and Northern Development (DIAND) has the primary, but not exclusive, responsibility for meeting the federal government's constitutional, treaty, political, and legal responsibilities to First Nations, Inuit, and Northerners.

The Application Development, Data and Database Administration (ADDDA) has a number of pilot projects and renewal initiatives in progress requiring the services of a senior resource to be assigned transformation, development and project management tasks on an as required basis.

DIAND requires the services of the resource listed in this solicitation for CRM to supplement internal resources.

SW2 DESCRIPTION OF SERVICES:

The Business Transformation Architect will work with Information Management Branch (IMB) in two areas:

Application Portfolio Management

- responsibility for overseeing various projects of different types
- update and remediation of information and tools for managing the application portfolio

Application Initiatives

- Business and architectural analysis, requirements and design for proposed IT solutions and pilot projects.
- Review of requirements, business processes and architecture for renewal projects of current IT solutions
- Development and oversight for web applications and reporting solutions.

SW3 TASKS AND DELIVERABLES:

- a) Providing expert advice on the key initiatives that enable enterprises to deploy high-impact web-enabled business processes that are focused, accountable and measurable, particularly about principles of leadership, governance, operational competencies, and technology;
- b) Providing expert advice in defining new requirements and opportunities for applying efficient and effective solutions; identifying and providing preliminary costs of potential options;
- c) Providing expert advice in developing and integrating process and information models between business processes to eliminate information and process redundancies;
- d) Identifying candidate business processes for re-design, prototyping potential solutions, providing trade-off information and suggesting a recommended course of action. Identifying the modifications to automated processes;
- e) Analyzing business functional requirements to identify information, procedures and decision flows.



- f) Generating and executing test plans, procedures and scripts;
- g) Identifying and recommending new capability requirements and solution options;
- h) Using DIAND's standard methodology and processes including Rational Unified Process (RUP);
- i) Working in a team environment;
- j) Working on projects using an iterative System Development Life Cycle (SDLC) methodology;
- k) Identifying and recommending new processes and organizational structures;
- l) Analysis and development of business success "critical success factors";
- m) Analysis and development of architecture requirements design, process development, process mapping and training.
- n) Responsible for leading other functional staff to define business strategy and processes in support of transformation and change management activities.
- o) Coordinate development of training and coordination with other stakeholders.
- p) Create presentations and present to various stakeholders, and facilitate meetings and discussions

SW4 LOCATION OF WORK

The work to be completed under the contract must be conducted on site at DIAND, located in 9 boul. Montclair, 2nd Floor, Gatineau, QC and/or 10 Wellington, 7th floor, Gatineau, QC. The contracted resource is responsible for travel time and travel cost, including any costs related to vehicle parking at the work location

SW5 TRAVEL REQUIREMENT

No travel outside of the National Capital Region is required for this contract.

SW6 DEPARTMENTAL SUPPORT

DIAND will provide the contracted resource with:

- access to DIAND facilities;
- All technical and/or research documentation will be provided and found during the course of this contract is to be in DIAND document repository – CIDM (DIAND's RDIMS implementation);

SW7 GOVERNANCE AND REPORTING

The consultant will report to the Project Authority of this contract. All project related work must be performed to the satisfaction of the Technical Authority or DIAND Representative.

SW8 LANGUAGE OF WORK

The language of work and correspondence for this Contract is English. The language of all written deliverables shall be English.

s.20(1)(b)
s.20(1)(c)**ANNEX "B"**
BASIS OF PAYMENT

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work to the limitation of expenditure of **\$73,500.00**. Applicable Taxes are extra.

| | Period: | All-inclusive fixed Per-Diem Rate | Estimated number of days | Total |
|---|--|-----------------------------------|-----------------------------------|-------------|
| | | A | B | C = A x B |
| 1 | Stream 4 – Business Services – 4.7 Business Transformation Architect – Senior Resource: Martin Lax | | | \$73,500.00 |
| 2 | Applicable Taxes (14.975%) | | Insert the amount, as applicable: | \$11,006.63 |
| 3 | Total: | | | \$84,506.63 |



Indian and Northern
Affairs Canada

Affaires indiennes
et du Nord Canada

Contract No. 4500370340

ANNEX "C" SECURITY REQUIREMENTS CHECK LIST

SRCL / LVERS #6



Government
of Canada

Gouvernement
du Canada

| |
|---|
| Contract Number / Numéro du contrat |
| 1000195005 |
| Security Classification / Classification de sécurité UNCLASSIFIED |

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

| PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE | | 2. Branch or Directorate / Direction générale ou Direction |
|---|--|---|
| 1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine | 3. a) Subcontract Number / Numéro du contrat de sous-traitance | 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant |
| 4. Brief Description of Work / Brève description du travail | | |
| 5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? | | |
| <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui | | |
| 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Réglement sur le contrôle des données techniques? | | |
| <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui | | |
| 6. Indicate the type of access required / Indiquer le type d'accès requis | | |
| 6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) | | |
| <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui | | |
| 6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. | | |
| <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui | | |
| 6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? | | |
| <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui | | |
| 7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès | | |
| <input checked="" type="checkbox"/> Canada | <input type="checkbox"/> NATO / OTAN | <input type="checkbox"/> Foreign / Étranger |
| 7. b) Release restrictions / Restrictions relatives à la diffusion | | |
| No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> | All NATO countries Tous les pays de l'OTAN <input type="checkbox"/> | No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> |
| Not releasable À ne pas diffuser <input type="checkbox"/> | Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : | Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : |
| 7. c) Level of information / Niveau d'information | | |
| PROTECTED A <input checked="" type="checkbox"/> | NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> | PROTECTED A <input type="checkbox"/> |
| PROTECTED B <input checked="" type="checkbox"/> | NATO RESTRICTED <input type="checkbox"/> | PROTECTED B <input type="checkbox"/> |
| PROTEGÉ B <input type="checkbox"/> | NATO DIFFUSION RESTREINTE <input type="checkbox"/> | PROTEGÉ B <input type="checkbox"/> |
| PROTECTED C <input type="checkbox"/> | NATO CONFIDENTIAL <input type="checkbox"/> | PROTECTED C <input type="checkbox"/> |
| PROTÉGÉ C <input type="checkbox"/> | NATO CONFIDENTIEL <input type="checkbox"/> | PROTÉGÉ C <input type="checkbox"/> |
| CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> | NATO SECRET <input type="checkbox"/> | CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> |
| SECRET <input type="checkbox"/> | COSMIC TOP SECRET <input type="checkbox"/> | SECRET <input type="checkbox"/> |
| SECRET <input type="checkbox"/> | COSMIC TRÈS SECRET <input type="checkbox"/> | TOP SECRET <input type="checkbox"/> |
| TOP SECRET <input type="checkbox"/> | | TRÈS SECRET <input type="checkbox"/> |
| TRÈS SECRET <input type="checkbox"/> | | TOP SECRET (SIGINT) <input type="checkbox"/> |
| TOP SECRET (SIGINT) <input type="checkbox"/> | | TRÈS SECRET (SIGINT) <input type="checkbox"/> |
| TRÈS SECRET (SIGINT) <input type="checkbox"/> | | |

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

Canada



Indian and Northern
Affairs Canada

Affaires indiennes
et du Nord Canada

Contract No. 4500370340



Government
of Canada

Gouvernement
du Canada

| | |
|--|--|
| Contract Number / Numéro du contrat | |
| <i>1000195005</i> | |
| Security Classification / Classification de sécurité | |
| UNCLASSIFIED | |

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

No Yes
Non Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

| | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL | <input type="checkbox"/> SECRET SECRET | <input type="checkbox"/> TOP SECRET TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

No Yes
Non Oui

No Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'enposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

No Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No Yes
Non Oui



Indian and Northern
Affairs Canada

Affaires indiennes
et du Nord Canada

Contract No. 4500370340



Government
of Canada

Gouvernement
du Canada

| |
|--|
| Contract Number / Numéro du contrat |
| 1000195005 |
| Security Classification / Classification de sécurité |
| UNCLASSIFIED |

PART C (CONTINUED) // PARTIE C (SUITE)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

| Category Catégorie | PROTECTED PROTÉGÉE | | | CLASSIFIED CLASSIFIÉE | | | NATO | | | COMSEC | | | |
|--|-----------------------|---|---|--------------------------|--------|----------------------------------|--------------------|----------------------|----------------|--|-----------------------|--------------|--------|
| | A | B | C | CONFIDENTIAL | SECRET | TOP SECRET TRES SECRETE | NATO RESTRICTED | NATO CONFIDENTIAL | NATO SECRET | COMSEC TOP SECRET COMSEC TRES SECRETE | PROTECTED PROTÉGÉE | CONFIDENTIAL | SECRET |
| Information / Assets Informations / Biens | | | | | | | | | | | | | |
| Production | | | | | | | | | | | | | |
| IT Media / Support TI | | | | | | | | | | | | | |
| IT Unit / Unité électronique | | | | | | | | | | | | | |

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No
Non Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
Le documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No
Non Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Indian and Northern
Affairs Canada

Affaires indiennes
et du Nord Canada

Released under the Access
to Information Act
Communiqué en vertu de la
Loi sur l'Accès à
l'information

Contract No. 4500370340



Government
of Canada

Gouvernement
du Canada

| | |
|--|--|
| Contract Number / Numéro du contrat | |
| 1000195005 | |
| Security Classification / Classification de sécurité | |
| UNCLASSIFIED | |

PART D : AUTHORIZATION//PARTIE D : AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

| | | |
|---|---------------|-----------|
| Name (print) - Nom (en lettres moulées) | Title - Titre | Signature |
|---|---------------|-----------|

| | | | |
|---------------------------------|-----------------------------------|-----------------------------------|------|
| Telephone No. - N° de téléphone | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date |
|---------------------------------|-----------------------------------|-----------------------------------|------|

14. Organization Security Authority / Responsable de la sécurité de l'organisme

| | | |
|---|---------------|-----------|
| Name (print) - Nom (en lettres moulées) | Title - Titre | Signature |
|---|---------------|-----------|

| | | | |
|---------------------------------|-----------------------------------|-----------------------------------|------|
| Telephone No. - N° de téléphone | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date |
|---------------------------------|-----------------------------------|-----------------------------------|------|

**15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?**

No

Non

Yes

Oui

16. Procurement Officer / Agent d'approvisionnement

| | | |
|---|---------------|-----------|
| Name (print) - Nom (en lettres moulées) | Title - Titre | Signature |
|---|---------------|-----------|

| | | | |
|---------------------------------|-----------------------------------|-----------------------------------|------|
| Telephone No. - N° de téléphone | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date |
|---------------------------------|-----------------------------------|-----------------------------------|------|

17. Contracting Security Authority / Autorité contractante en matière de sécurité

| | | |
|---|---------------|-----------|
| Name (print) - Nom (en lettres moulées) | Title - Titre | Signature |
|---|---------------|-----------|

| | | | |
|---------------------------------|-----------------------------------|-----------------------------------|------|
| Telephone No. - N° de téléphone | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date |
|---------------------------------|-----------------------------------|-----------------------------------|------|

Danica Zuger

Quality Control Officer/Agente contrôle de la qualité
Contracts Security Division/Division des contrats sécurité
Danica.zuger@psgc-pwgsc.gc.ca
Tel/Tél: 613-948-1870 Fax/Téléc 613-954-4171

TBS/SCT 350-103(2004/12)

| |
|--|
| Security Classification / Classification de sécurité |
| UNCLASSIFIED |



Indian and Northern
Affairs Canada

Affaires indiennes
et du Nord Canada

Contract No. 4500370340

Affaires indiennes
et du Nord Canada

Indian and Northern
Affairs Canada

Contract Number / Numéro du contrat

00014505

Security Classification / Classification de sécurité
Reliability

| PARTIES AUTHORIZANTES / PARTIES AUTORISÉES | | | |
|---|--|---|----------------------------------|
| 13. Organization Project Authority / Charge de projet de l'organisme Name (print) - Nom (en lettres mouillées) Valthavone Suyavong | | | |
| Title - Titre Acting Director, ADDA | | Signature | |
| Telephone No. - N° de téléphone 613-614-0904 | Facsimile No. - N° de télécopieur 819-994-7825 | E-mail address - Adresse courriel Valthavone.Suyavong@canada.ca | Date 2017/06/21 |
| 14. Organization Security Authority / Responsable de la sécurité de l'organisme Name (print) - Nom (en lettres mouillées) | | | |
| Title - Titre Procurement Officer | | Signature | |
| Telephone No. - N° de téléphone 819-953-6153 | Facsimile No. - N° de télécopieur 819-953-7721 | E-mail address - Adresse courriel alma.mayeda@canada.ca | Date September 7, 2017 |
| 15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des Instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes ? <input type="checkbox"/> No <input type="checkbox"/> Yes No | | | |
| 16. Procurement Officer / Agent d'approvisionnement Name (print) - Nom (en lettres mouillées) Alma Mayeda | | | |
| Title - Titre Procurement Officer | | Signature | |
| Telephone No. - N° de téléphone 819-953-6153 | Facsimile No. - N° de télécopieur 819-953-7721 | E-mail address - Adresse courriel alma.mayeda@canada.ca | Date September 7, 2017 |
| 17. Contracting Security Authority / Autorité contractante en matière de sécurité Name (print) - Nom (en lettres mouillées) | | | |
| Title - Titre Canada | | Signature | |
| Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur E-mail address - Adresse courriel Date | | | |

Security Classification / Classification de sécurité

Canada